

***Vocational Instructor (Dog Grooming and Handling,
Correctional Facility)***
Final Filing Date: March 24, 2005
Exam Code: 5YA39
Class Code: ED27-2423

REQUIREMENTS FOR ADMISSION TO THE EXAMINATION <i>(Continued from reverse.)</i>	<p>for this credential before appointment and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)</p> <p>Note: Applicants who have the required credential must show their credential number, title and expiration date on their application.</p>
SPECIAL REQUIREMENTS	<p>A vocational instructor must be willing to continue his or her educational development; work in a state correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of youthful offenders; maintain high standards of morals and speech; tact; patience; and emotional stability.</p>
SPECIAL PHYSICAL CHARACTERISTICS	<p>Instructors appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders. Assignments may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property.</p>
THE POSITION	<p>A Vocational Instructor, Dog Grooming and Handling (Correctional Facility), in a Department of the Youth Authority facility conducts a comprehensive career vocational education program designed to prepare youthful offenders with the knowledge, skills, and personal characteristics necessary for entry-level employment and/or advanced education in the dog grooming industry. The instructor provides instruction in a variety of ways, including individual, small group and large group settings, and uses technology and training aids to address students with different learning styles. Instructors provide instruction in all aspects of the dog grooming industry. It includes instruction in a broad range of dog grooming and handling areas such as basic animal anatomy, animal behavior, grooming styles, tool safety, kennel operations, and other related duties. In many instances, the instructor participates as a member of an interdisciplinary education and treatment team that focuses services on the students' needs to become productive and contributing members of society.</p> <p>The instructor is responsible for supervising the conduct of the youthful offenders while in the classroom, shop/salon and other training areas and may be called upon to assume general custody responsibility in time of emergency.</p>
EXAMINATION SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Methods, materials, tools, machines, equipment, and safety principles involved in dog grooming.2. Learn principles, methods, practices, current developments and trends in vocational education. <p>Ability to:</p> <ol style="list-style-type: none">1. Perform the duties of a journeyperson in the dog grooming and handling field.2. Provide leadership and motivation to youthful offenders.3. Teach and supervise youthful offenders.4. Work effectively with other disciplines.5. Read and use drawings and sketches.6. Estimate and order supplies.7. Analyze situations accurately and take effective action.8. Maintain fair and firm discipline.9. Keep records and prepare reports.
ELIGIBLE LIST INFORMATION	<p>An open spot eligible list will be established for the Ventura Youth Correctional Facility. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
VETERANS' PREFERENCE	<p>Veterans' preference credit is granted in this examination.</p>

GENERAL INFORMATION

If you meet the entrance requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test and all candidates who pass will be ranked according to their scores.

The Department of the Youth Authority reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

Interview scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

Veterans' preference credit: California law limits the granting of veterans preference credit to entrance examinations. When credit is granted in an open examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference credit and definitions of "veteran" and "disabled veteran" are available on the application for veterans preference form (SPB Form 1093), which is available from State Personnel Board at 801 Capitol Mall, Sacramento, CA 95814 or by contacting the Department of the Youth Authority at (916) 262-1338. Due to changes in the law that were effective January 1, 1996, *veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.*

Policy of nondiscrimination on the basis of disability and equal employment opportunity statement: The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Manager, Equal Employment Opportunity/Community Participation Office, 4241 Williamsborough Drive, Suite 201, Sacramento, CA 95823, (916) 262-1475.

Appeal information: You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. ***The appeal must be filed within 30 days after the notice of examination results were mailed and must state the facts, information or circumstances upon which the appeal is based.*** Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.

VISION AND MISSION

Vision: The California Youth Authority will contribute to the public safety of the citizens of California by maintaining a safe and secure therapeutic environment, which will result in the optimum delivery of rehabilitative services for wards charged to its care.

Mission: The California Youth Authority will contribute to the protection of society from the consequences of criminal activity by providing youthful offender rehabilitation through education, training, treatment, and parole services that provide a continuum of care and assist with the reintegration of youthful offenders into society.

Department of the Youth Authority

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Web site: www.cya.ca.gov



California Relay Service for the Hearing Impaired
From TDD phone: 1-800-735-2929
From voice phone: 1-800-735-2922

Recorded examination line: (916) 262-1328